

SENIOR BUILDING INSPECTOR/ELECTRICAL

DEFINITION

Inspects plans of building and construction for compliance with building codes, laws and ordinances, particularly those involving electrical codes; trains and instructs other inspectors on electrical inspections and provides working lead assistance to other inspectors as required.

SUPERVISION RECEIVED AND EXERCISED

General supervision is received from the Assistant Building Official or other higher-level management personnel. Working lead assistance is provided to other inspector. This involves reviewing inspection reports and resolving technical problems in the field.

EXAMPLES OF DUTIES

Depending upon assignment, duties may include but are not limited to the following:

1. Performs skilled inspection work in enforcing compliance with the City's building, plumbing, electrical, mechanical and energy codes plus other related local and state ordinances.
2. Assists the general public, contractors, architects and engineers by interpreting and giving detailed explanation of requirements and application of building, plumbing, mechanical and electrical codes and related local and state ordinances.
3. Makes joint field inspections with Building Inspectors during construction of building to ensure compliance with applicable laws and ordinances and related local and state ordinances.
4. Trains and provides working lead assistance in specialty to Building Inspectors in the performance of their duties, reviews output and quality of work performed, and provides an evaluation of same to management.
5. Keep records and reports of inspections.
6. Review applications for building permits, helps applicant fill in required permit data and sees that all required documents and data are included.
7. Orders corrections and improvements as necessary and follows up on rejected work to see that corrections are made.

8. Reviews and approves plans of industrial and commercial buildings to insure compliance with electrical codes and ordinances.
9. May consult with designers or builders regarding load and service requirements in electrical plans.
10. Inspects major commercial and industrial construction for conformance with electrical codes.
11. Prepares correspondence regarding inspections and code requirements.
12. Checks instances of hazards in electrical equipment or wiring and recommends necessary corrections.
13. Reviews complex electrical inspection work.
14. Provides information to public on building regulations.
15. May issue permits and prepare office copies of documents for processing and filing.
16. Meets and confers with Building Official and Assistant Building Official regarding various pertinent matters.
17. Devises forms, files and other procedures necessary for the efficient operation of the Building Inspection Division.

QUALIFICATION

Knowledge, Abilities and Skills

- A. Ability to effectively train and provide working lead assistance to subordinated personnel.
- B. Ability to read and interpret building plans and specifications and to enforce their application.
- C. Ability to prepare clear and concise written reports.
- D. Ability to deal effectively and tactfully with fellow employees, the general public, architects and engineers.
- E. Ability to research and study the various building housing, plumbing, mechanical and electrical codes, laws and ordinances.

- F. Ability to perform moderate to heavy amounts of paperwork.
- G. Ability to perform the physical aspects of a field inspection.
- H. Knowledge of building, plumbing, mechanical, electrical and housing codes with specialized knowledge of materials and standards to be applied in electrical construction.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four (4) years of experience as a journey level electrician preferably including one year in a supervisory capacity.

OR

Two (2) years of electrical inspection experience involving major commercial or industrial installations.

Education:

Equivalent to completion of the twelfth grade.

LICENSE AND CERTIFICATES

Ability to possess upon employment a valid Class III California Driver's License.

ICBO (International Conference of Building Officials) Certification as an electrical and/or combination inspector is highly desirable, but not required.

PROBATIONARY PERIOD: One Year

658CS88

February 1988

AAP GROUP: 5

FPP STATUS: Non-Designated

FLSA STATUS: Non-Exempt